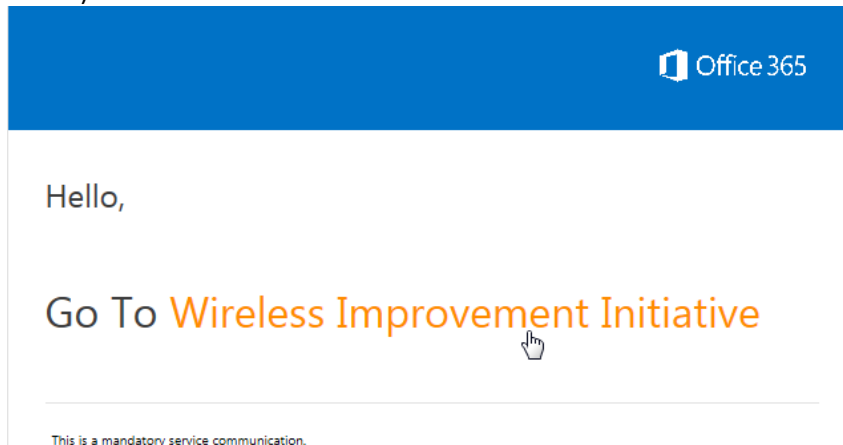## Accepting a Sharing Invitation

The external (non-City) user will receive a sharing invitation in the email designated during the sharing process. A Microsoft or Office 365 account associated with that email address MUST be used to access the City's environment. The external user will need to perform the following to view the file/folder/site/etc.:

1. Open the sharing invitation and click the link (the text to the right of **Go To** in the example below).

2. To accept the sharing invitation, do one of the following:
    a. Click **Microsoft account** if there is an existing Microsoft account associated with the designated email address and enter the password when prompted.

    b. Click **Organizational account** if there is an existing Office 365 account associated with the designated email address and enter the password when prompted

    c. Click **Create a Microsoft account, it's quick and easy!** if there is **NOT** an existing Microsoft or Office 365 account associated with the designated email address. Then **proceed to step 3**.

3. Type the email address that received the sharing invitation in the top box. This email address will become the new Microsoft username. **NOTE:** If the email address designated in the sharing invitation is not used, the external user will NOT be able to view the file/folder/site/etc. that was shared.
4. Type a password for the new Microsoft account in the bottom box. This will be the password for the new Microsoft account that is created. This can be any password – it does not have to match the password associated with the email account.
5. Click the box to the left of **Send me promotional emails from Microsoft** to uncheck it.
6. Click the **Next** button.

Create account

Microsoft account opens a world of benefits.

> jsmith@email.com

> ••••••••

☐ Send me promotional emails from Microsoft

Use a phone number instead

Get a new email address

Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

[Next]

7. Retrieve a code from the email address used to create the account and enter in the box on the **Enter code** screen.
8. Click **Next**.

Enter code

Didn't receive it? Please wait for a few minutes and try again.

We just sent a code to jsmith@email.com

> 1243   ✕

[Back]   [Next]

9. The external user will now be authenticated and able to access the content that was shared.